



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--------------------------------|--------------|--------------|--------------|
| ENERGY PROGRAMS MANAGER | 41 | B | 7.758 |

Under the direction of the Nevada State Office of Energy (NSOE) Director, Energy Program Managers plan, organize, coordinate, administer and evaluate programs and activities under the American Recovery and Reinvestment Act (ARRA) of 2009. The Act seeks to provide funding for energy efficiency and conservation and renewable energy projects to enhance the environment and increase energy independence for the State.

Establish goals, objectives, schedules, policies and procedures compatible with statutory, regulatory and NSOE requirements; develop work plans, budgets and applications for federal grants in accordance with applicable laws and regulations; review and approve invoices and travel claims for payment to ensure spending is in accordance with State and federal requirements and authorization levels.

Provide programmatic direction and guidance to effectively achieve objectives and strategies; develop, implement and provide day-to-day oversight of assigned program and project areas; direct subordinates in the execution of strategies to attain goals and objectives.

Plan, organize and direct complex statewide energy programs to ensure compliance with State and federal laws and regulations within the ARRA program.

Provide input to budget development for ARRA energy programs; assess operational needs and cost factors; manage expenditures to ensure that they do not exceed budgets or revenue.

Train, supervise and evaluate the performance of professional, technical and support staff; assign and review work; provide guidance and training; monitor and evaluate progress on projects; and provide counseling and discipline as required.

Review grant applications and oversee preparation of interim and final reports to funding agencies.

Develop public and private partnerships to encourage support for funding energy efficiency and conservation programs at the State and local levels.

Conduct on-site visits to projects to ensure progress and compliance with the ARRA funding requirements.

Plan and coordinate activities and projects with other agencies, public and private organizations and industry representatives; write requests for proposals and facilitate selection committees; develop site-specific budgets and design public education components for each project.

Represent NSOE at various hearings, meetings, and conferences to provide information and answer questions pertaining to federal and State regulations and NSOE policies, procedures and programs; provide technical assistance to various committees and groups; serve on regional and national oversight boards and committees.

Prepare informational materials to assist the NSOE Director in developing agency policies, procedures and guidelines; provide technical information for public information campaigns and marketing strategies for assigned programs and projects.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS**SPECIAL REQUIREMENT:**

- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

ENERGY PROGRAMS MANAGER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a natural or physical science, engineering, or energy-related field and five years of increasingly responsible experience which included the planning, design, administration and evaluation of energy programs and projects, fiscal management, and strategic planning. Two years of the experience must have been in a supervisory capacity. **OR** an equivalent combination of education and experience. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: theories, principles, techniques and practices applicable to the administration and implementation of energy efficiency and conservation programs or renewable energy programs; budget preparation and fiscal management; strategic planning processes and group facilitation methods; supervisory and management practices to include delegation, performance appraisal, and discipline; preparation and research of grant proposals to government agencies, foundations and private funding institutions; public and private funding sources; fund-raising and advocacy techniques. **General knowledge of:** governmental and legislative procedures. **Ability to:** implement the mission, goals and objectives for the NSOE with guidance from the Director; plan, design, administer and evaluate energy-related programs and projects; establish and maintain positive working relationships with agency management, staff, local and federal officials, and the general public; communicate effectively both orally and in writing; prepare input and review of legislative bill draft requests, technical and fiscal reports, professional papers, program guidelines and other materials and publications to include issues of public policy, economic impact and related areas.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policies, procedures and guidelines; public sector administration to include budget preparation, fiscal management and governmental and legislative procedures. **Ability to:** develop cooperative partnerships with local, State, regional and federal agencies and with non-profit and private sector organizations; represent NSOE and the State on boards and committees of State, regional and national organizations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.758

ESTABLISHED: 9/21/09UC